



Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life. To learn more about the school, please visit:

www.cristoreyatlanta.org

Data and Donor Relations Manager

Reports to: Director of Development and Communications

Summary of Job Responsibilities: As a key member of the Development team, the Data and Donor Relations Manager's primary functions are to record donor gifts and to maintain all supporter contact information, as well help execute fundraising events and plan, implement, and track all direct mail campaigns. The position focuses on employing data strategy, architecture, and maintenance as an important tool to assist the Development team to engage donors in meaningful ways.

Responsibilities:

- Execute accurate and timely gift processing procedures, accessing multiple platforms and entering gifts into the database, running reports, reconciling all donations with the Finance Office, and acknowledging all gifts including tribute gift notifications.
- Manage gift pledges from commitment to reminders and collection.
- Collaborate with the Director of Development and Communications to develop and execute a comprehensive plan for Annual Giving each year including drafting appeals, analyzing data, and preparing mailing lists.
- Process and acknowledge recurring gifts.
- Prepare daily, weekly, monthly, quarterly, and yearly reports for Development and Finance with strong attention to detail and analysis of data and trends. Also prepare data for the annual Cristo Rey Network Annual Data Report.
- Continually manage records through ongoing database maintenance, including creating records for new constituents and updating existing records with current information.
- Review, maintain and establish policies and procedures of internal handbook for database use including processes for record creation, gift entry, and reporting.
- Support Development Committee meetings.
- Support all Development fundraising and community events.
- Manage online event platforms particularly for the yearly golf tournament, Giving Tuesday, and biennial gala.
- Coordinate special campaigns each year including Giving Tuesday and the Faculty/Staff Annual Appeal.
- Participate in school Mission and Identity programming including Magis Monday meetings, House, and all school religious celebrations.
- Assist Director of Development and Communications, staff, and volunteers as needed.

[The School That Works in the Heart of Atlanta](http://www.cristoreyatlanta.org)

222 Piedmont Avenue, NE | Atlanta, GA 30308 | www.cristoreyatlanta.org | 404-637-2800



Qualifications:

Successful applicants will embody the mission-commitment, intellectual curiosity, openness to growth, optimism, and enthusiasm that are central to the members of Cristo Rey Atlanta Jesuit’s team. In addition, applicants should meet or exceed the following requirements:

- Bachelor’s degree or higher.
- Highly organized and detail-oriented with a proven record of meeting deadlines and prioritizing multiple tasks effectively.
- Database and records management skills are desired, particularly with Blackbaud, Blackbaud Raisers Edge, or similar platforms.
- Proficiency in Microsoft Office programs.
- Confidentiality and professionalism.
- Strong communications skills, written and verbal.
- Ability to work well both independently with minimal supervision and as a member of a team.
- Demonstrated ability in planning and implementing goals and initiatives.
- High degree of flexibility and initiative.
- Ability to establish and maintain rapport with a variety of people.
- A completed background check and Virtus training.
- Commitment to the mission, values, and goals of Cristo Rey Atlanta Jesuit High School.

Apply:

To apply, submit the following items to the Human Resources Manager at hr@crstoreyatlanta.org. Please include the position in the subject line.

- Resume
- Cover letter
- Contact information for 3-5 professional references (direct phone and email)

Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state or local law in the administration of any of its educational programs and activities or with respect to employment.

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